

Wisconsin FBLA Entry Submission All Levels – RLC/SLC/NLC

For any set of documents, entry submissions (including Middle Level), etc. (i.e. Website Development, Computer Applications, Local Chapter Annual Business Report) this submission policy is in effect. Failure to submit materials in this format will result in a five (5) point deduction from the overall score.

All prejudged and skill event documents and materials **MUST** be placed into a large (9x12 or the like) catalog or clasp envelope. Each entry must be submitted in its own envelope. All chapter submissions should be mailed together in a larger envelope or box to the RLC host or state office to be received prior to or on the receipt deadline date. Please refer to the Competitive Event Guidelines for requirements for each event. For example, a submission for Digital Video Production would include CDs and a Statement of Assurances. Or for Word Processing, a completed submission would include Administrator's Release Form, copy of the test packet, Format Guide, completed documents for the test, as well as folded or crossed out copies of unused printouts.

Mail to: Wisconsin FBLA State Office
Attention: David Thomas
125 South Webster Street
Madison, WI 53703

Each envelope **MUST** be labelled with the following information:

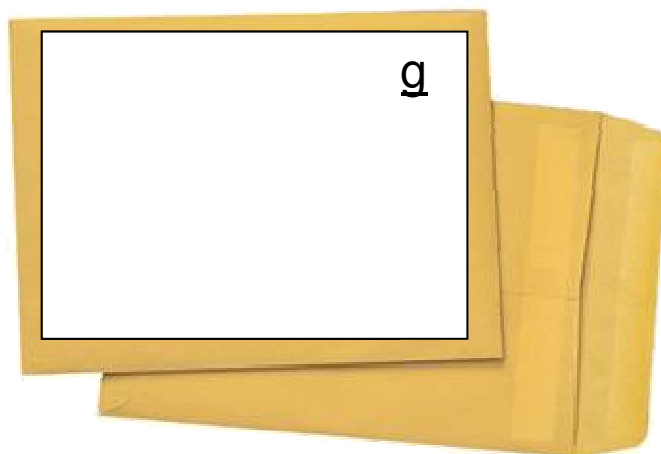
- Event
- Participant(s) name
- School
- Software Used

The label can take either of the following formats:

Event Label



Full Document



OR